



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Staff Services Manager II (Supervisory)

Monthly Salary: \$5,576 - \$6,727***

*****Note:** This salary range does not reflect the salary reduction due to the State Furlough Program

One Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-4801-005

Refer to Job ID# J09-009

Final Filing Date: September 30, 2009

The Managed Risk Medical Insurance Board (MRMIB) is impacted by the Governor's imposed three days a month mandatory furlough. Each employee shall be required to take the first, second and third Friday off each month without pay. This furlough is currently imposed through the completion of the June, 2010 pay period. The amount of the three furlough days will be about a 15% salary reduction from the base salary rates stated on the Employment Opportunity bulletin.

General Statement of Duties:

Under the general direction of the Deputy Director, Administration, the Staff Services Manager II is responsible for the following functional areas:

Budget Office: Responsible for development, preparation and monitoring of all department-wide budget and fiscal forecasting activities: Manages the development of budgets and budget-related documents (Budget Change Concepts, Proposals, Budget Revisions, etc.) for multiple funding sources; monitors the status of obligated funds; meets with executive management and program managers to discuss program and budget-related issues; provides technical guidance; supervises the development of monthly expenditure reports and a fund utilization tracking system for major appropriations to provide actual as well as forecasted expenditure information for management, to ensure maximum and efficient utilization of funds, and to ensure compliance with state requirements; ensures that all financial data shown on external schedules and reports are reconciled with MRMIB's financial, budgetary, and program documents; recommends program and budget actions which are supportive of, and consistent with, existing agency and departmental guidelines, and MRMIB's goals and objectives; liaison with all relevant control agencies and may represent MRMIB in meetings and hearings.

Federal Compliance/Audit Unit: Oversees the quarterly expenditure and statistical enrollment reports for the Board's three Title XXI State Children's Health Insurance Programs: Healthy Families (HFP), Access for Infants and Mothers (AIM) and the County Children's Health Insurance Program (C-CHIP). Oversees liaison activities with the U.S. Centers for Medicare and Medicaid Services (CMS) on issues pertaining to fiscal policy and operations and federal draws and expenditure reporting issues of the Board's Title XXI and any High Risk Pool (MRMIP) federal grants. Oversees research and interpretation of State and federal fiscal and grant regulations for Board management. Oversees coordination of the medical loss ratio reviews for plans participating in the Healthy Families Program, audits of AIM and MIP plan contracts annual Bureau of State Audits Single State Audit, Federal audits by CMS and the Office of Inspector General, and audit liaison activities for the internal and external

audit functions of the Board's administrative vendor contractor for Healthy Families and Access for Infants and Mothers, and/or MRMIP program.

Oversees liaison activities related to federal fiscal reporting and audits. Coordinates issues with other State agencies that also receive Title XXI federal funding: the Department of Health Services, the Department of Mental Health.

Overall Management: Analyzes workflow and identifies areas requiring modification and streamlining; ensures that subordinate employees are committed to excellent customer service and continuous improvement; develops and implements a status report system so that customers are aware of the status of their requests; solicits feedback regarding the Fiscal Services functions and addresses weaknesses identified.

DESIRABLE QUALIFICATIONS *(These are skills or abilities specific to this position.)*

Knowledge, Skills and Abilities: Working knowledge of the budget and fiscal forecasting processes; experience working in a Budget Office; working knowledge of the accounting process; experience working in an Accounting Office; ability to analyze data, draw sound conclusions, and present ideas and information effectively, both verbally and in writing, and before the Board or other public entity; experience working with control agencies; proficiency with Microsoft Office products, particularly Excel and Word.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation; ability to effectively handle multiple tasks and changing priorities; and willingness to work extra hours as frequently required.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

SUPERVISION EXERCISED

Direct and/or indirect supervision of up to ten (10) professional staff.

ADDITIONAL REQUIREMENT

Position is subject to financial disclosure under the Conflict of Interest Code.

OTHER EXPECTATIONS

- Demonstrates commitment to performing duties in a service-oriented manner.
- Demonstrates commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.

Who May Apply:

Individuals at the Staff Services Manager II level or who have list or reinstatement eligibility to the classification may apply. Your application and cover letter should clearly state your experience, skills and abilities. **Applications will be screened and only the most qualified applicants will be considered.** Hire may be restricted to SROA or surplus state employees. Submit your application and cover letter to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Molly Sira – Personnel**

Applications must be RECEIVED in the Personnel Office by 5:00 p.m. on the Final Filing Date: September 30, 2009.

If you have questions regarding this information, please contact Molly Sira at (916) 323-4138.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.